

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ENVIRONMENTAL PROGRAMS MANAGER

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under general direction, to plan, organize, and administer the management and inspection activities of the Storm Water Program in compliance with National Pollutant Discharge Elimination System (NPDES) permit; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Plan, organize and administer the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Storm Water Program in accordance with federal, state and local laws and the NPDES permit.

Coordinate the investigation of storm water run-off, industry related storm water quality, and water quality problems, complaints and violations of NPDES and storm water regulations, initiate and conduct site visits and communicate with property owners and recommend solutions and/or mitigation measures; coordinate preparation of violation notices as necessary.

Develop and implement the City's Storm Water Education Program; provide information to the public on storm water regulations and Best Management Practices (BMPs); coordinate with other departments, and the Resource Conservation District to provide educational materials and compliance training of City staff.

Maintain files and records; prepare regulatory reports and correspondence; provide technical and professional support to operations and City staff.

Conduct and represent the City at meetings and make presentations to public interest groups, City personnel and City Council.

Keep current with federal, state and local regulations and their impacts on the City's operation; lead and participate in the development of regional and/or watershed activities; work with regulatory agencies, e.g. Environmental Protection Agency, State Water Resources Control Board, San Diego Regional Water Quality Control Board, County of San Diego and Municipal Storm Water Permit co-permittees, to develop and implement coordinated suggestions to improve program performance and ensure compliance.

Manage and coordinate related environmental resource management programs involving permitting and coordination with the California Department of Fish and Game and the U.S. Fish and Wildlife Service.

Explore and develop budgets and funding programs to support program activities.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Federal, state, local laws, regulations affecting the NPDES permit and Storm Water Programs.

Permitting, legal, regulatory and technical requirements of storm water quality management, including Illicit Connection and Illegal Discharge prevention and elimination, best management practices programs, and environmental monitoring and assessment.

Principles of storm water quality management, including practices and problems, structural and non-structural methods of source control and environmental monitoring.

Principles of proper methods, techniques and practices used in sampling recreational waters and dry weather storm water flows; laboratory procedures used to indemnify and measure pollutants of concern; and sampling procedures.

Biological systems and habitat environments.

Principles of program organization, administration and budgeting.

Methods and techniques of research, statistical analysis and report presentation.

Ability to:

Manage NPDES permit and storm water compliance programs.

Research, collect, compile and analyze technical data and reports; review documents for completeness and accuracy.

Exercise sound judgment to determine compliance with existing laws and regulations.

Maintain records and logs; prepare clear and concise reports, correspondence and other written materials.

Use computer applications to assist in performing duties, e.g., word processing, spreadsheets, database and presentation applications.

Communicate effectively, both orally and in writing.

Establish, maintain and foster positive working relationships with those contacted in the course of work.

Work well under pressure to meet deadlines.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in chemistry, biology, environmental sciences, environmental or civil engineering, urban planning, public administration or related field, and two years of administrative experience related to storm water management, water treatment, NPDES Permit compliance or related environmental analysis.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on

multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to City work sites or other sites for meetings.

This is an at-will Management classification.

DATE APPROVED March 2000

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits